



EGAT/ED, Participant Training Team

TraiNet/VCS Newsletter

July 1, 2003 Volume 1 No. 07

TOPICS

Hello TraiNet/VCS Users,

We are pleased to send you issue 7 of the TraiNet/VCS newsletter. We have two main topics for this issue which we hope will help you to use the system more easily.

Important August 1 Deadline for Continuing Participants and Dependents

The August 1 deadline to have all continuing participants and dependents registered with the BCIS is only one month away. All participants that will be in the United States after August 1 2003 must be in TraiNet and have been sent through the VCS before the deadline. Please make every effort to enter all of your information no later than July 15 to allow time for processing.

For dependents, gather the following information:

- Name
- Birth Date
- Gender
- Birth City
- Birth Country
- Citizenship Country
- Permanent Residence Country
- Relationship to the Participant
- Participant's DS-2019 or IAP-66a number

Again, collect this information no later than July 15 to allow for processing time. An upcoming release of TraiNet will add support for dependents (see sidebar).

Please also send an email to the TraiNet/VCS helpdesk (trainet@usaid.gov) saying how many dependents your projects currently have in the United States that will need to be registered with the BCIS.

More About Status

Recently an email was sent to all TraiNet operators, Verifiers and Approvers asking everyone to make sure that the participant

HINTS & TIPS

1,100 Participants in VCS - The VCS has been in use for a little over 4 months now. In that time, through the combined efforts of the TraiNet Operators, Verifiers and Approvers, more than 1,100 participants have been processed through TraiNet and the VCS to be entered into SEVIS. Thank you everyone for your hard work!

Verifiers and Approvers - Remember that you have to verify and approve status changes in the VCS before they will be sent to SEVIS. Also remember that status changes must be made in TraiNet within 3 days of arrival, cancellation, termination or departure.

New TraiNet Release - A new update to TraiNet is on the way that will accommodate dependents. Look for an announcement soon. If it will not be released in time to allow projects to meet the August 1 deadline for entering dependents in the VCS, further guidance will be provided.

TraiNet Operators - If the VCS appears to be showing incorrect cities and states for your participants, you can run the "Service Pack 2 Update.mdb" file again to clean your data.

status fields in TraiNet were updated and accurate. While it is important to maintain this information for in-country and third-country training programs, it is critical to keep the status updated for U.S. training.

After a participant arrives, USAID is required to send an acknowledgement to the BCIS (formerly known as the INS) to confirm that the participant arrived at the site of training. This is called validating the participant. Like most steps of the visa process, this validation can be done in the VCS by Verifiers and Approvers, and it is triggered by the value in the participant's completion status field in TraiNet. The VCS will try to perform different actions depending on the status selected in TraiNet after the information has been Verified and Approved.

If a participant has status of Candidate, Planned or Alternate the VCS will attempt to **request** a DS-2019 form for the participant. This is the first step and none of the following actions will happen unless a DS-2019 form is first requested.

When the status changes to **In Training**, the VCS will validate the participant.

When the status changes to either **Not Selected** or **Cancelled**, the VCS will void the DS-2019.

Finally, if the status changes to **Terminated**, the VCS will terminate the participant's program.

If you want the VCS to:	Set the participant's completion status to:
Request a DS-2019	Candidate, Planned or Alternate
Void a DS-2019	Not Selected or Cancelled
Validate a participant	In Training
Terminate a participant	Terminated

If the participant completes the program successfully, change the status in TraiNet to **Achieved**.

Don't hesitate to send your feedback or any suggestions about the services provided by the helpdesk. Please feel free to email comments to me directly (ckagy@devis.com).

Best regards,
-Chris